

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J**

**LIST OF ATTACHMENTS**

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## ATTACHMENT A

### BILLING INSTRUCTIONS — COST-REIMBURSEMENT TYPE CONTRACTS

1. Introduction. These instructions are provided for use by Contractors in the preparation and submission of vouchers requesting reimbursement for work performed under cost-reimbursement type contracts. Compliance with these instructions will reduce correspondence and other causes for delay to a minimum and will thus promote prompt payments to the Contractors.
2. Voucher Form. In requesting reimbursement, Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal (see Exhibit A), supported by a Statement of Cost (see Exhibit B). An acceptable substitute (which provides the same necessary information as found in Exhibits A and B of these instructions) may be used provided the written consent of the Contracting Officer is first obtained.
3. Preparation.
  - a. Standard Form 1034 shall be complete in accordance with the following instructional notations (see counterpart notations on Exhibit A):
    - (1) Leave blank.
    - (2) Enter voucher number (number consecutively, commencing with "1").
    - (3) Enter date voucher was prepared.
    - (4) Enter contract number and date of contract award.
    - (5) Enter Contractor's name, mailing address, and telephone number of office responsible for submitting voucher.
    - (6) If a task order or project agreement is involved in the billing, enter the number and date thereof; otherwise leave blank.
    - (7) Identify billing period covered (e.g., "Jan 19\_\_" or Jan-Mar 19\_\_").
    - (8) Enter dollar amount of this billing. The amount claimed must agree with amount reflected in attached Statement of Cost (see Exhibit B).
    - (9) Place and "X" in the appropriate block for the type of payment for which reimbursement is requested.
  - b. The Statement of Cost shall be completed substantially as shown in Exhibit B, making due allowance for the Contractor's cost accounting system. Costs claimed shall be only those recorded costs authorized for billing by the payment provisions of the contract. Indirect costs claimed shall reflect actual experience, but in no event shall exceed those approved for billing purposes by the Contracting Officer. Additional supporting data for claimed costs shall be provided in such form and reasonable detail as an authorized representative of the Contracting Officer may require.
4. Billing Period. Voucher shall be submitted no more frequently than monthly (unless prior written consent of the Contracting Officer for more frequent billing is obtained). The period of performance covered by vouchers should be the same as covered by any required monthly technical progress reports.
5. Submission.
  - a. The Contractor should contact the cognizant contract administration office if assistance is needed for voucher submission.
  - b. The certification on the Statement of Cost attached to the original voucher must be signed by a responsible official of the Contractor.

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-122		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>					VOUCHER NO. (2)	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED (3)				SCHEDULE NO.	
			CONTRACT NUMBER AND DATE (4)				PAID BY	
			REQUISITION NUMBER AND DATE					
PAYEE'S NAME AND ADDRESS (5)							DATE INVOICE RECEIVED	
							DISCOUNT TERMS	
							PAYEE'S ACCOUNT NUMBER	
							GOVERNMENT B/L NUMBER	
SHIPPED FROM			TO			WEIGHT		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT		AMOUNT (1)		
				COST				
(6)	(7)	(7)				(8)		
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)							TOTAL	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL (9) <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR		EXCHANGE RATE		DIFFERENCES			
	=\$		+\$1.00					
	BY 2							
	TITLE				Amount verified; correct for			
				(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.								
ACCOUNTING CLASSIFICATION								
CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY			CHECK NUMBER			ON (Name of bank)
CASH \$		DATE			PAYEE 3			
<sup>1</sup> When stated in foreign currency, insert name of currency. <sup>2</sup> If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. <sup>3</sup> When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.							PER	
							TITLE	

Previous edition usable

NSN 7650-00-634-4206

**PRIVACY ACT STATEMENT**  
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

STATEMENT OF COST

The ABC Company  
Anywhere, USA 01234

Contract No. \_\_\_\_\_  
Voucher No. \_\_\_\_\_

Contract Amount (face value):  
  
Estimated Cost \$ \_\_\_\_\_  
Fixed-Fee (if any) \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

Amount Authorized for Expenditures (obligated):  
  
Basic Contract \$ \_\_\_\_\_  
All Modifications \$ \_\_\_\_\_  
Contract to Date \$ \_\_\_\_\_

Period of performance covered by this billing: \_\_\_\_\_

<u>Claimed Costs</u>	<u>Claimed for this Billing Period</u>	<u>Cumulative Claimed Through This Billing Period</u>
Direct Labor		
Fringe Benefits @ % _____		
Overhead @ % _____		
Nonexpendable Items		
Materials & Supplies		
Travel		
Subcontract #1 (DEF Co.)		
Subcontract #2 (GHI Co.)		
Subcontract #3 (Smith)		
Subcontract #4 (Misc.)		
Other Direct Costs		
Adjustments (Explain)	_____	_____
	_____	_____
Total Costs (less G&A)	_____	_____
G&A % @ _____	_____	_____
Total Costs		
Fee @ % _____ (if any)	_____	_____
Total costs and fee	_____	_____
Credit (Explain)	_____	_____
Contractor's share (if any)	_____	_____
Government's share	_____	_____

CERTIFICATION: I certify that this invoice is correct and in accordance with the terms of the contract and that the costs included herein have been incurred, represents payments made by the Contractor except as otherwise authorized in the payments provisions of the contract, and properly reflect the work performed.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Explanation:

**SECTION J, ATTACHMENT B**

**RESERVED**

**SECTION J, ATTACHMENT C**

**REPORTING REQUIREMENTS**

<u>Reporting Requirements</u>	<u>Frequency</u>	<u>Distribution</u> (see below)
<b>I. Schedule/Labor/Cost Management Reports</b>		
• Cost Plan	w/proposal or significant changes	A/B/C/D
• Labor Management Report	monthly	A/B/C/D
• Cost Management Report	monthly	A/B/C/D
<b>II. Management Plan</b>	w/proposal or significant changes	A/B/C/D
<b>III. Hot Line Report</b>	as required	A/B/C/D
<b>IV. Performance Reports</b>		
• Task Accomplishments	monthly	A/B/C/D

**REPORT DISTRIBUTION LIST**

<u>Addressee</u>	<u>Number of Copies</u>
A. Director, Site Services Division	1(one)
B. Contracting Officer, Contracts Management Division	1(one)
C. Contracting Officer's Representative	1(one)
D. Task Manager (as appropriate)	1(one)

All addressees are located at:

U. S. Department of Energy  
Savannah River Operations Office  
P.O. Box A  
Aiken, SC 29802





**ATTACHMENT D**

**KEY PERSONNEL**

**NOTICE TO OFFERORS**

**THIS ATTACHMENT WILL BE COMPLETED AS PART OF PART IV  
CONTRACT PROPOSAL**



**ATTACHMENT E**

**POSITION QUALIFICATIONS**

**PROGRAM MANAGER**

- Education** Bachelor degree in business administration and training/experience in management principles and practices for performing administrative support services.
- Qualifications** Ten years of experience in the management and evaluation of large projects. Experience in problem solving should be at all levels from initiation through completion of projects.
- Demonstrated ability to represent offeror's interests in resolution of problems and variances.
- Demonstrated ability to obtain necessary resource commitments, and direct offeror's resources to achieve contract objectives.
- Demonstrated ability to manage the implementation of contract reporting requirements and to supervise the preparation and review of cost and labor reports and estimates.
- Demonstrated understanding of Federal government reporting requirements.

**Assistant Program Manager**

- Education** Bachelor degree in business administration and training/experience in management principles and practices for performing administrative support services.
- Qualifications** Five years of experience in the management and evaluation of large projects. Experience in problem solving should be at all levels from initiation through completion of projects
- Demonstrated ability to represent offeror's interests in resolution of problems and variances.
- Demonstrated ability to manage the implementation of contract reporting requirements and to supervise the preparation and review of cost and labor reports and estimates.
- Demonstrated understanding of Federal government reporting requirements.



**SECTION J, ATTACHMENT F**

**RESERVED**

**SECTION J, ATTACHMENT G**

**RESERVED**

**Attachment H**  
**PERFORMANCE BASED INCENTIVE FEE**  
**CALCULATION**

THE PERFORMANCE STANDARDS WITHIN EACH TASK WILL BE RATED WITH THE FOLLOWING RATINGS:

DID NOT MEET = 0 POINTS                      SAT = .5 POINTS    EXCEEDED = 1.0 POINTS

EACH TASK WILL BE INDIVIDUALLY RATED FOR COST EFFECTIVENESS WITH THE FOLLOWING RATINGS:

UNSATISFACTORY = ( .25) [Negative] POINTS                      MARGINAL = 0 POINTS  
SATISFACTORY = .5 POINTS                      EXCELLENT = .1.0 POINTS  
OUTSTANDING = 1.25 POINTS

Cost Effectiveness Definitions:

Outstanding - Performance standards were met or exceeded at a significant decrease below the estimated cost, or the Contractor overcame significant cost obstacles (e.g., increased workload/demands, constrained time frames, or other Government caused impacts) and the final costs incurred were significantly less than that which reasonably could have been expected to have been incurred.

Excellent - Performance standards were met or exceeded with a decrease in cost from that estimated or the Contractor overcame Government caused cost obstacles and completed the required work at a reduction in cost from that which reasonably could have been expected.

Satisfactory - Performance standards were generally met and cost was within a reasonable variance from that estimated. Cost overruns , if any, were justifiable.

Marginal - Performance standards were generally met but costs incurred varied significantly from the estimated costs and variances cannot reasonably be justified.

Unsatisfactory - Performance standards were generally met but cost incurred varied unreasonably from the estimated cost and variances cannot reasonably be justified.

PROJECTED FEE WILL BE CALCULATED USING THE FOLLOWING FORMULA:

**TOTAL PERFORMANCE OBJECTIVE POINTS + TOTAL COST EFFECTIVENESS POINTS =**  
**FEE TOTAL NUMBER OF PERFORMANCE OBJECTIVES + TOTAL NUMBER OF TASKS**

**NOTE: IF CALCULATION YIELDS A PERCENTAGE HIGHER THAN 100% (I.E., CONTRACTOR EXCEEDS ALL STANDARDS AND ALL TASKS RATED OUTSTANDING FOR COST EFFECTIVENESS) FEE SHALL BE LIMITED TO 100% OF THAT AVAILABLE.**

**EXAMPLE 1:**

<b>TASK 1</b>	<u><b>DID NOT MEET</b></u>	<u><b>SAT</b></u>	<u><b>EXCEEDED</b></u>
<b>PERFORMANCE OBJECTIVES</b>			
A.		X	
B.		X	
C.			X
D.	X		
<b>TOTAL OBJECTIVES</b>	<b>1</b>	<b>2</b>	<b>1</b>
<b>TASK 1 COST EFFECTIVENESS</b>	UNSAT	MARGINAL	SAT
			X
		EXCELLENT	OUTSTANDING

<b>TASK 2</b>	<u><b>DID NOT MEET</b></u>	<u><b>SAT</b></u>	<u><b>EXCEEDED</b></u>
<b>PERFORMANCE OBJECTIVES</b>			
A.		X	
B.		X	
C.			X
D.		X	
<b>TOTAL OBJECTIVES</b>	<b>0</b>	<b>3</b>	<b>1</b>
<b>TASK 2 COST EFFECTIVENESS</b>	UNSAT	MARGINAL	SAT
			X
		EXCELLENT	OUTSTANDING

**SUMMARY RATING EXAMPLE 1**

**PERFORMANCE OBJECTIVES**

8 PERFORMANCE OBJECTIVES

TASK 1 = TOTAL PERFORMANCE OBJECTIVE POINTS = (1 X 0) + (2 X .5) + (1 X 1.0) = 2 POINTS

TASK 2 = TOTAL PERFORMANCE OBJECTIVE POINTS = (0 X 0) + (3 X .5) + (1 X 1.0) = 2.5 POINTS

TOTAL PERFORMANCE OBJECTIVE POINTS = 4.5 POINTS

**COST EFFECTIVENESS FOR 2 TASKS**

TASK 1 = .5 POINTS

TASK 2 = 1.0 POINTS

TOTAL COST EFFECTIVENESS POINTS = 1.5 POINTS

**TOTAL PERFORMANCE OBJECTIVE POINTS + TOTAL COST EFFECTIVENESS POINTS = FEE**  
**TOTAL NUMBER OF PERFORMANCE OBJECTIVES + TOTAL NUMBER OF TASKS**

**4.5 PERFORMANCE OBJECTIVE POINTS + 1.5 COST EFFECTIVENESS POINTS = 6.0 POINTS**  
**8 PERFORMANCE OBJECTIVES + 2 TASKS** 10

**6.0 / 10 = 60% OF FEE**



**EXAMPLE 2**

<b>TASK 1</b>	<u><b>DID NOT MEET</b></u>			<u><b>SAT</b></u>	<u><b>EXCEEDED</b></u>
<b>PERFORMANCE OBJECTIVES</b>					
A.		X			
B.				X	
C.					X
<b>TOTAL OBJECTIVES</b>		<b>1</b>		<b>1</b>	<b>1</b>
<b>TASK 1 COST EFFECTIVENESS</b>	<b>UNSAT</b>	<b>MARGINAL</b>	<b>SAT</b>	<b>EXCELLENT</b>	<b>OUTSTANDING</b>
		X			

<b>TASK 2</b>	<u><b>DID NOT MEET</b></u>			<u><b>SAT</b></u>	<u><b>EXCEEDED</b></u>
<b>PERFORMANCE OBJECTIVES</b>					
A.					X
B.				X	
<b>TOTAL OBJECTIVES</b>		<b>0</b>		<b>1</b>	<b>1</b>
<b>TASK COST EFFECTIVENESS</b>	<b>UNSAT</b>	<b>MARGINAL</b>	<b>SAT</b>	<b>EXCELLENT</b>	<b>OUTSTANDING</b>
			X		

**SUMMARY RATING EXAMPLE 2**

**PERFORMANCE OBJECTIVES**

5 PERFORMANCE OBJECTIVES

TASK 1 = TOTAL PERFORMANCE OBJECTIVE POINTS = (1 X 0) + (1 X .5) + (1 X 1.0) = 1.5 POINTS

TASK 2 = TOTAL PERFORMANCE OBJECTIVE POINTS = (0 X 0) + (1 X .5) + (1 X 1.0) = 1.5 POINTS

TOTAL PERFORMANCE OBJECTIVE POINTS = 3.0 POINTS

**COST EFFECTIVENESS FOR 2 TASKS**

TASK 1 = (.25) POINTS

TASK 2 = .5 POINTS

TOTAL COST EFFECTIVENESS POINTS = .25 POINTS

**TOTAL PERFORMANCE OBJECTIVE POINTS + TOTAL COST EFFECTIVENESS POINTS = FEE**  
**TOTAL NUMBER OF PERFORMANCE OBJECTIVES + TOTAL NUMBER OF TASKS**

3 PERFORMANCE OBJECTIVE POINTS + .25 COST EFFECTIVENESS POINTS = 3.25 POINTS  
5 PERFORMANCE OBJECTIVES + 2 TASKS 7

3.25 / 7 = 46% OF FEE



**ATTACHMENT I**

**NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO  
NOTICE (STANDARD FORM 98)**



<b>STANDARD FORM 98</b> Rev. Feb. 1973 <b>U.S. DEPARTMENT OF LABOR</b> EMPLOYMENT STANDARDS ADMINISTRATION	<b>NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE</b> <i>(See Instructions on Reverse)</i>	1. NOTICE NO.  <b>A 2636922</b>		
<b>MAIL TO:</b>  <div style="text-align: center;">Administrator Wage and Hour Division U.S. Department of Labor Washington, D.C. 20210</div>	2. Estimated solicitation date (use numerals)			
	Month	Day	Year	
	3. Estimated date bids or proposals to be opened or negotiations begun (use numerals)			
	Month	Day	Year	
5. PLACE(S) OF PERFORMANCE  US Department of Energy Savannah River Operations Office P.O. Box A Aiken, SC 29802 (Aiken Co.)	6. SERVICES TO BE PERFORMED (describe)  Request for Administrative Support Services for Department of Energy's mail services, supply room, package receipt/delivery, duplication, records management, and general office services.			
	7. INFORMATION ABOUT PERFORMANCE A. <input checked="" type="checkbox"/> Services now performed by a contractor    B. <input type="checkbox"/> Services now performed by Federal employees    C. <input type="checkbox"/> Services not presently being performed			
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE				
a. Name and address of incumbent contractor	b. Number(s) of any wage determination(s) in incumbent's contract			
Madison Research Corporation	94-2135			
401 Wynn Drive, Huntsville, AL 35805				
c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). Important: Attach copies of current applicable collective bargaining agreements	<b>WAGE AND HOUR DIVISION</b> A 10:27			
N/A				
9. OFFICIAL SUBMITTING NOTICE				
SIGNED:	DATE			
TYPE OR PRINT NAME	TELEPHONE NO.			
W. Gilyard, III	803-725-8044			
10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.				
<div style="text-align: center;">Mr. William Gilyard, III Contracts Management Division US Department of Energy PO Box A Aiken, SC 29802</div>			<b>RESPONSE TO NOTICE</b> (by Department of Labor)	
			A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. <u>94-2135(C)</u>	
			B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.	
			C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply (see attached explanation).	
			D. <input type="checkbox"/> Notice returned for additional information (see attached explanation).	
			Signed: <u>Clarence H. Strain</u>	
			(U.S. Department of Labor)	
			DEC 9 1997 (Date)	

<div>STANDARD FORM 98a</div> <div>February 1973</div> <div>U.S. DEPARTMENT OF LABOR</div> <div>Employment Standards Administration</div>	<div>NOTICE OF INTENTION TO MAKE</div> <div>A SERVICE CONTRACT AND RESPONSE TO NOTICE</div> <div>(Attachment A)</div>	<div>11. NOTICE NO.</div> <div>A2636922</div>
12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT	13. NUMBER OF EMPLOYEES IN EACH CLASS	14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED
Accounting Clerk II (01012)	1	\$ 7.40
Accounting Clerk IV (01014)	1	\$ 8.31
File Clerk II (01102)	5	\$ 6.03
File Clerk III (01103)	4	\$ 6.79
Mail Clerk (01140)	3	\$ 6.03
Payroll Clerk (01230)	1	\$ 6.79
Secretary I (01311)	1	\$ 7.40
Secretary II (01312)	2	\$ 8.31
Supply Technician (01400)	3	\$ 7.40
Word Processor I (01611)	12	\$ 8.31
Word Processor II (01612)	6	\$ 9.30
Key Operator I (XXX) (03131)	9	\$ 7.40
Key Operator II (03132)	6	\$ 8.31
Library Technician (13050)	1	\$ 8.31
Librarian	1	\$10.37
Material Handling Laborer (21040)	8	\$ 7.40
Material Coordinator (21020)	1	\$ 8.31
Store Clerk	6	\$ 6.79

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

William W. Gross Division of  
Director Wage Determinations

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, D.C. 20210

Wage Determination No.: 94-2135  
Revision No.: 9  
Date of Last Revision: 11/28/1997

State(s): Georgia, South Carolina

Area: GEORGIA COUNTIES OF BURKE, COLUMBIA, ELBERT, EMANUEL, GLASCOCK, HART, JEFFERSON, JENKINS, LINCOLN, MCDUFFIE, RICHMOND, TALIAFERRO, WARREN, WILKES.  
SOUTH CAROLINA COUNTIES OF AIKEN, ALLENDALE, BAMBERG, BARNWELL, EDGEFIELD, MCCORMICK.

\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination Follow The Occupational Listing \*\*

## OCCUPATION CODE AND TITLE

## MINIMUM HOURLY WAGE

## ADMINISTRATIVE SUPPORT AND CLERICAL:

01011 Accounting Clerk I	\$ 7.57
01012 Accounting Clerk II	\$ 8.23
01013 Accounting Clerk III	\$ 9.90
01014 Accounting Clerk IV	\$ 11.73
01030 Court Reporter	\$ 10.53
01050 Dispatcher, Motor Vehicle	\$ 10.53
01060 Document Preparation Clerk	\$ 7.98
01070 Messenger (Courier)	\$ 8.90
01090 Duplicating Machine Operator	\$ 7.98
01110 Film/Tape Librarian	\$ 8.64
01115 General Clerk I	\$ 6.78
01116 General Clerk II	\$ 7.62
01117 General Clerk III	\$ 7.98
01118 General Clerk IV	\$ 8.94
01120 Housing Referral Assistant	\$ 14.29
01131 Key Entry Operator I	\$ 8.07
01132 Key Entry Operator II	\$ 10.17
01191 Order Clerk I	\$ 8.88
01192 Order Clerk II	\$ 12.09
01261 Personnel Assistant (Employment) I	\$ 7.69
01262 Personnel Assistant (Employment) II	\$ 8.64
01263 Personnel Assistant (Employment) III	\$ 10.53
01264 Personnel Assistant (Employment) IV	\$ 14.29
01270 Production Control Clerk	\$ 13.38
01290 Rental Clerk	\$ 8.64
01300 Scheduler, Maintenance	\$ 8.64
01311 Secretary I	\$ 8.64
01312 Secretary II	\$ 10.53
01313 Secretary III	\$ 14.29
01314 Secretary IV	\$ 15.86
01315 Secretary V	\$ 17.58
01320 Service Order Dispatcher	\$ 8.64
01341 Stenographer I	\$ 9.11
01342 Stenographer II	\$ 10.32

01400 Supply Technician	\$ 12.70
01420 Survey Worker(Interviewer)	\$ 10.53
01460 Switchboard Operator- Receptionist	\$ 7.84
01510 Test Examiner	\$ 10.53
01520 Test Proctor	\$ 10.53
01531 Travel Clerk I	\$ 7.05
01532 Travel Clerk II	\$ 7.76
01533 Travel Clerk III	\$ 8.37
01611 Word Processor I	\$ 7.28
01612 Word Processor II	\$ 9.11
01613 Word Processor III	\$ 10.53

**AUTOMATIC DATA PROCESSING:**

03010 Computer Data Librarian	\$ 10.41
03041 Computer Operator I	\$ 7.89
03042 Computer Operator II	\$ 12.78
03043 Computer Operator III	\$ 15.74
03044 Computer Operator IV	\$ 17.47
03045 Computer Operator V	\$ 19.36
03071 Computer Programmer I 1/	\$ 14.20
03072 Computer Programmer II 1/	\$ 17.65
03073 Computer Programmer III 1/	\$ 21.23
03074 Computer Programmer IV 1/	\$ 25.69
03101 Computer Systems Analyst I 1/	\$ 19.49
03102 Computer Systems Analyst II 1/	\$ 22.28
03103 Computer Systems Analyst III 1/	\$ 25.70
03160 Peripheral Equipment Operator	\$ 7.89

**AUTOMOTIVE SERVICE:**

05005 Automobile Body Repairer, Fiberglass	\$ 15.17
05010 Automotive Glass Installer	\$ 13.50
05040 Automotive Worker	\$ 13.50
05070 Electrician, Automotive	\$ 14.26
05100 Mobile Equipment Servicer	\$ 11.29
05130 Motor Equipment Metal Mechanic	\$ 15.17
05160 Motor Equipment Metal Worker	\$ 13.50
05190 Motor Vehicle Mechanic	\$ 15.17
05220 Motor Vehicle Mechanic Helper	\$ 10.92
05250 Motor Vehicle Upholstery Worker	\$ 12.59
05280 Motor Vehicle Wrecker	\$ 13.50
05310 Painter, Automotive	\$ 14.26
05340 Radiator Repair Specialist	\$ 13.50
05370 Tire Repairer	\$ 11.29
05400 Transmission Repair Specialist	\$ 15.17

**FOOD PREPARATION AND SERVICE:**

07010 Baker	\$ 10.50
07041 Cook I	\$ 9.18
07042 Cook II	\$ 10.50
07070 Dishwasher	\$ 6.56
07100 Food Service Worker (Cafeteria Worker)	\$ 6.56
07130 Meat Cutter	\$ 10.50
07250 Waiter/Waitress	\$ 7.22



**FURNITURE MAINTENANCE AND REPAIR:**

09010 Electrostatic Spray Painter	\$ 14.48
09040 Furniture Handler	\$ 9.82
09070 Furniture Refinisher	\$ 14.48
09100 Furniture Refinisher Helper	\$ 11.09
09110 Furniture Repairer, Minor	\$ 12.78
09130 Upholsterer	\$ 14.48

**GENERAL SERVICES AND SUPPORT:**

11030 Cleaner, Vehicles	\$ 6.56
11060 Elevator Operator	\$ 6.56
11090 Gardener	\$ 9.18
11121 Housekeeping Aide I	\$ 6.56
11122 Housekeeping Aide II	\$ 7.19
11150 Janitor	\$ 6.56
11210 Laborer, Grounds Maintenance	\$ 7.22
11240 Maid or Houseman	\$ 5.90
11270 Pest Controller	\$ 12.13
11300 Refuse Collector	\$ 6.56
11330 Tractor Operator	\$ 8.54
11360 Window Cleaner	\$ 7.22

**HEALTH:**

12020 Dental Assistant	\$ 9.33
12040 Emergency Medical Technician/ Paramedic Ambulance Driver	\$ 9.57
12071 Licensed Practical Nurse I	\$ 7.43
12072 Licensed Practical Nurse II	\$ 8.34
12073 Licensed Practical Nurse III	\$ 9.33
12100 Medical Assistant	\$ 8.34
12130 Medical Laboratory Technician	\$ 8.34
12160 Medical Record Clerk	\$ 8.34
12190 Medical Record Technician	\$ 11.56
12221 Nursing Assistant I	\$ 6.06
12222 Nursing Assistant II	\$ 6.81
12223 Nursing Assistant III	\$ 7.43
12224 Nursing Assistant IV	\$ 8.34
12250 Pharmacy Technician	\$ 10.40
12280 Phlebotomist	\$ 8.34
12311 Registered Nurse I	\$ 12.95
12312 Registered Nurse II	\$ 16.65
12313 Registered Nurse II, Specialist	\$ 15.84
12314 Registered Nurse III	\$ 19.16
12315 Registered Nurse III, Anesthetist	\$ 19.16
12316 Registered Nurse IV	\$ 22.97

**INFORMATION AND ARTS:**

13002 Audiovisual Librarian	\$ 15.86
13011 Exhibits Specialist I	\$ 13.40
13012 Exhibits Specialist II	\$ 16.47
13013 Exhibits Specialist III	\$ 20.09
13041 Illustrator I	\$ 13.40
13042 Illustrator II	\$ 16.47
13043 Illustrator III	\$ 20.09
13047 Librarian	\$ 17.58
13050 Library Technician	\$ 8.05
13071 Photographer I	\$ 11.96

13072 Photographer II	\$ 13.40
13073 Photographer III	\$ 16.62
13074 Photographer IV	\$ 20.33
13075 Photographer V	\$ 24.52

**LAUNDRY, DRY CLEANING, PRESSING:**

15010 Assembler	\$ 5.15
15030 Counter Attendant	\$ 5.15
15040 Dry Cleaner	\$ 6.50
15070 Finisher, Flatwork, Machine	\$ 5.15
15090 Presser, Hand	\$ 5.15
15100 Presser, Machine, Dry Cleaning	\$ 5.15
15130 Presser, Machine, Shirts	\$ 5.15
15160 Presser, Machine, Wearing Apparel, Laundry	\$ 5.15
15190 Sewing Machine Operator	\$ 7.17
15220 Tailor	\$ 7.43
15250 Washer, Machine	\$ 5.55

**MACHINE TOOL OPERATION AND REPAIR:**

19010 Machine-tool Operator (Toolroom)	\$ 14.48
19040 Tool and Die Maker	\$ 15.93

**MATERIALS HANDLING AND PACKING:**

21010 Fuel Distribution System Operator	\$ 9.49
21020 Material Coordinator	\$ 13.64
21030 Material Expediter	\$ 13.64
21040 Material Handling Laborer	\$ 6.90
21050 Order Filler	\$ 9.90
21071 Forklift Operator	\$ 11.10
21080 Production Line Worker (Food Processing)	\$ 14.25
21100 Shipping/Receiving Clerk	\$ 9.55
21130 Shipping Packer	\$ 9.55
21140 Store Worker I	\$ 7.53
21150 Stock Clerk ( Shelf Stocker; Store Worker II )	\$ 13.10
21210 Tools and Parts Attendant	\$ 11.86
21400 Warehouse Specialist	\$ 14.25

**MECHANICS AND MAINTENANCE AND REPAIR:**

23010 Aircraft Mechanic	\$ 15.40
23040 Aircraft Mechanic Helper	\$ 11.09
23050 Aircraft Quality Control Inspector	\$ 16.32
23060 Aircraft Servicer	\$ 12.78
23070 Aircraft Worker	\$ 13.71
23100 Appliance Mechanic	\$ 13.95
23120 Bicycle Repairer	\$ 11.29
23125 Cable Splicer	\$ 15.40
23130 Carpenter, Maintenance	\$ 14.48
23140 Carpet Layer	\$ 13.71
23160 Electrician, Maintenance	\$ 15.40
23181 Electronics Technician, Maintenance I	\$ 11.00
23182 Electronics Technician, Maintenance II	\$ 16.80

23183 Electronics Technician, Maintenance III	\$ 18.13
23260 Fabric Worker	\$ 12.41
23290 Fire Alarm System Mechanic	\$ 15.40
23310 Fire Extinguisher Repairer	\$ 12.01
23340 Fuel Distribution System Mechanic	\$ 15.40
23370 General Maintenance Worker	\$ 12.13
23400 Heating, Refrigeration and Air Conditioning Mechanic	\$ 15.40
23430 Heavy Equipment Mechanic	\$ 15.40
23440 Heavy Equipment Operator	\$ 14.01
23460 Instrument Mechanic	\$ 15.40
23470 Laborer	\$ 8.32
23500 Locksmith	\$ 14.48
23530 Machinery Maintenance Mechanic	\$ 15.40
23550 Machinist, Maintenance	\$ 15.40
23580 Maintenance Trades Helper	\$ 11.09
23640 Millwright	\$ 15.40
23700 Office Appliance Repairer	\$ 13.29
23740 Painter, Aircraft	\$ 14.48
23760 Painter, Maintenance	\$ 14.48
23790 Pipefitter, Maintenance	\$ 15.40
23800 Plumber, Maintenance	\$ 14.48
23820 Pneudraulic Systems Mechanic	\$ 15.40
23850 Rigger	\$ 14.89
23870 Scale Mechanic	\$ 13.71
23890 Sheet-metal Worker, Maintenance	\$ 15.40
23910 Small Engine Mechanic	\$ 13.71
23930 Telecommunications Mechanic I	\$ 15.40
23931 Telecommunications Mechanic II	\$ 16.32
23950 Telephone Lineman	\$ 15.40
23960 Welder, Combination, Maintenance	\$ 15.40
23965 Well Driller	\$ 15.40
23970 Woodcraft Worker	\$ 14.89
23980 Woodworker	\$ 12.13

**PERSONAL NEEDS:**

24570 Child Care Attendant	\$ 8.78
24580 Child Care Center Clerk	\$ 10.98
24600 Chore Aide	\$ 5.90
24630 Homemaker	\$ 12.23

**PLANT AND SYSTEM OPERATION:**

25010 Boiler Tender	\$ 15.40
25040 Sewage Plant Operator	\$ 14.48
25070 Stationary Engineer	\$ 15.40
25190 Ventilation Equipment Tender	\$ 11.09
25210 Water Treatment Plant Operator	\$ 14.48

**PROTECTIVE SERVICE:**

27004 Alarm Monitor	\$ 10.23
27006 Corrections Officer	\$ 11.06
27010 Court Security Officer	\$ 11.06
27040 Detention Officer	\$ 11.06
27070 Firefighter	\$ 10.23
27101 Guard I	\$ 6.44
27102 Guard II	\$ 10.23
27130 Police Officer	\$ 12.90

**STEVEDORING/LONGSHOREMEN SERVICE OCCUPATIONS:**

28010 Blocker and Bracer	\$ 17.53
28020 Hatch Tender	\$ 17.53
28030 Line Handler	\$ 17.53
28040 Stevedore I	\$ 16.39
28050 Stevedore II	\$ 18.67

**TECHNICAL:**

29010 Air Traffic Control 2/ Specialist, Center	\$ 22.24
29011 Air Traffic Control 2/ Specialist, Station	\$ 15.34
29012 Air Traffic Control 2/ Specialist, Terminal	\$ 16.89
29023 Archeological Technician I	\$ 11.97
29024 Archeological Technician II	\$ 13.46
29025 Archeological Technician III	\$ 16.62
29030 Cartographic Technician	\$ 16.62
29035 Computer Based Training Specialist/Instructor	\$ 19.49
29040 Civil Engineering Technician	\$ 16.62
29061 Drafter I	\$ 10.48
29062 Drafter II	\$ 11.96
29063 Drafter III	\$ 13.40
29064 Drafter IV	\$ 16.62
29081 Engineering Technician I	\$ 10.48
29082 Engineering Technician II	\$ 11.96
29083 Engineering Technician III	\$ 13.40
29084 Engineering Technician IV	\$ 16.62
29085 Engineering Technician V	\$ 20.33
29086 Engineering Technician VI	\$ 24.52
29090 Environmental Technician	\$ 11.56
29100 Flight Simulator/Instructor (Pilot)	\$ 22.28
29150 Graphic Artist	\$ 19.49
29160 Instructor	\$ 15.88
29210 Laboratory Technician	\$ 10.79
29240 Mathematical Technician	\$ 16.62
29361 Paralegal/Legal Assistant I	\$ 8.64
29362 Paralegal/Legal Assistant II	\$ 15.86
29363 Paralegal/Legal Assistant III	\$ 19.40
29364 Paralegal/Legal Assistant IV	\$ 23.46
29390 Photooptics Technician	\$ 16.62
29480 Technical Writer	\$ 25.69
29491 Unexploded Ordnance Technician I	\$ 14.14
29492 Unexploded Ordnance Technician II	\$ 17.10
29493 Unexploded Ordnance Technician III	\$ 20.50
29494 Unexploded Safety Escort	\$ 14.14
29495 Unexploded Sweep Personnel	\$ 14.14
29620 Weather Observer, Senior 3/	\$ 11.56
29621 Weather Observer, Combined 3/ Upper Air and Surface Programs	\$ 10.40
29622 Weather Observer, Upper Air 3/	\$ 10.40

**TRANSPORTATION/MOBILE EQUIPMENT  
OPERATION:**

31030 Bus Driver	\$ 10.42
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31260 Parking and Lot Attendant	\$ 9.57
31290 Shuttle Bus Driver	\$ 9.57
31300 Taxi Driver	\$ 8.90
31361 Truckdriver, Light Truck	\$ 9.57
31362 Truckdriver, Medium Truck	\$ 10.42
31363 Truckdriver, Heavy Truck	\$ 12.51
36364 Truckdriver, Tractor-Trailer	\$ 12.51

**MISCELLANEOUS:**

99020 Animal Caretaker	\$ 7.54
99030 Cashier	\$ 7.21
99041 Carnival Equipment Operator	\$ 8.54
99042 Carnival Equipment Repairer	\$ 9.18
99043 Carnival Worker	\$ 6.56
99050 Desk Clerk	\$ 8.78
99095 Embalmer	\$ 14.90
99300 Lifeguard	\$ 7.84
99310 Mortician	\$ 14.90
99350 Park Attendant (Aide)	\$ 9.88
99400 Photofinishing Worker ( Photo Lab / Dark Room Technician )	\$ 7.84
99500 Recreation Specialist	\$ 12.23
99510 Recycling Worker	\$ 8.53
99610 Sales Clerk	\$ 7.84
99620 School Crossing Guard (Cross- walk Attendant)	\$ 6.56
99630 Sports Official	\$ 7.84
99658 Survey Party Chief	\$ 15.07
99659 Surveying Technician	\$ 13.40
99660 Surveying Aide	\$ 9.81
99690 Swimming Pool Operator	\$ 10.50
99720 Vending Machine Attendant	\$ 8.53
99730 Vending Machine Repairer	\$ 10.50
99740 Vending Machine Repairer Helper	\$ 8.53

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**\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination \*\***

HEALTH & WELFARE: \$1.16 per hour or \$46.40 per week or \$201.07 per month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

- 1/ Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)
- 2/ APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3/ APPLICABLE TO WEATHER OBSERVERS ONLY - NIGHT PAY & SUNDAY PAY: If you work at night as a part of a regular tour of duty, you will earn a NIGHT DIFFERENTIAL and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be

obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF

1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



**ATTACHMENT J**

**WSRC PROPERTY PROCEDURE MANUAL 3B**

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## WSRC 3B Asset Management Manual

### Procedure 5-3 Asset Management Specialist (AMS) Operation [1]

Revision No. 2, Interim

Effective: 4/07/00

Expiration: 10/07/00

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- Purpose
  - Scope
  - Terms and Definitions
  - Responsibilities
    - Asset Management Specialists (AMS)
    - Level 2 Manager
    - Property Management
  - Procedure
    - A. Establishing an AMS Account/Property Center
    - B. Transferring an AMS Account and conducting Turn Over Inventory
    - C. Property Record Maintenance
  - Records
  - References
    - Requirements Control System
  - Attachments
-

Date:		4-07-00
3B, Asset Management Manual Procedure Revision Summary		
1.	Number, Rev.:	WSRC 3B, 5-3, Rev 2 (Interim)
2.	Procedure Title:	Asset Management Specialist (AMS) Operation
3.	Effective Date:	4-07-2000
4.	Revisions:	* Defined AMS Responsibilities * Expanded Level 2 Manager Responsibilities
5.	Training Requirements:	As with any procedural revision, those employees affected by the procedure need to familiarize themselves with the changes. No additional training is required.

Purpose

This procedure defines the process for the operation of an Asset Management Specialist (AMS).

Scope

This procedure applies to all Savannah River Site (SRS) Asset Management Specialists and their Level 2 management.

Terms and Definitions

General terms and definitions applicable to this manual are contained in Procedure 1-1, Glossary of Terms and Definitions.

Responsibilities

Asset Management Specialists (AMS)

Asset Management Specialists (AMS) are responsible for

- coordinating property management activities for the manager that appointed him/her to the position by maintaining the property records assigned to their AMS account
- serving as the principal property contact for managers, and Facility/Area Managers or Facility Administrators
- serving as the principal person responsible for the administration of government property
- assisting with physical inventories as required
- issuing and maintaining accurate records of property passes
- maintaining orderly and accurate records of all equipment assigned to their account
- adding accountable equipment to their account if the equipment is located in their organization and it does not belong to another AMS account
- providing to PM, in a timely manner, appropriate documentation to retire or dispose of equipment from their account
- maintaining current user and location information of each asset in the Asset Management Information System (AMIS)
- preparing hand receipts for equipment users and property listings for common area equipment
- assisting the Facility Administrator, as needed, in the initiation of safety inspections for new or modified equipment (see WSRC 8Q, Procedure 51)
- accepting and releasing asset stewardship, changing asset locations, and change asset custodians in the Asset Management Information System (AMIS) when notify by management

## **Level 2 Manager**

The Level 2 Manager of each AMS is responsible for

- selecting a new AMS, in a timely manner, prior to the departure or replacement of the present AMS for their organization
- assuring a turnover inventory takes place when a new AMS is assigned
- all AMS accounts assigned to their organization
- assuring all equipment users sign hand receipts for the property in use by them
- assuring inventories are completed as scheduled
- assuring that the AMS has access to a personal computer or terminal networked to the mainframe (this requirement is based on enhanced automated capabilities and reporting requirements).
- assuring the property records for assets within his department are kept current in AMIS and FMTS by the assigned AMS
- assigning an employee as AMS, who meets the qualification requirements as outlined in the AMS job description.

## **Property Management**

Property Management (PM) is responsible for

- assigning or transferring AMS accounts upon receipt of written authorization from the AMS Level 2 Manager
- maintaining an accurate listing of all current AMS accounts
- assuring all documentation to assign or transfer an AMS account is complete and accurate
- deleting AMS accounts when the account reaches a zero balance or when justified by the AMS

- providing assistance, when necessary, to the AMS in order to maintain accurate property records in AMIS

## **Procedure**

This procedure is divided into three subsections:

- A. Establishing An AMS Account/Property Center
- B. Transferring An AMS Account and Conducting Turn Over Inventory
- C. Property Record Maintenance

### **A. Establishing an AMS Account/Property Center**

Organizations will establish AMS accounts or Property Centers based upon the physical location, type, movement, and amount of accountable equipment within the organization. An AMS will be an exempt employee unless the Vice President, Administrative and Infrastructure Division, grants a written exception. Property Management Government Property Control Group will provide detailed and special instructions for required documentation. PM will establish a new AMS account number and notify the AMS when transaction is completed. The new AMS cannot process any property documentation until notified of their account number by Property Management and access to AMIS has been processed and approved. To establish a new AMS account in AMIS, a CPC-16 Form must be prepared and forwarded to PM.

### **B. Transferring an AMS Account and conducting Turn Over Inventory**

When an AMS leaves their assignment (i.e. transfer, change of assignment, termination, etc.), the Level 2 Manager must reassign the AMS account(s) before the AMS clears PM. The department manager will assure the selection of a new AMS prior to the replacement of the present AMS. The departing AMS's account purview authority will be revoked in AMIS by PM and the new AMS will be granted full purview of the account in AMIS. This action is necessary to preclude the departing AMS from making changes to the property records that could cause confusion and the account to be out of balance.

Upon transfer of AMS accounts, the existing AMS and the newly assigned AMS are required to complete a turnover inventory. The existing AMS requests a current inventory book listing the equipment for their account from PM. During the turnover inventory, the existing AMS will identify the equipment. The new AMS will physically verify the Equipment Life Identifier (ELI) number and serial number of the equipment and annotate the inventory listing. Any discrepancies identified during the turnover inventory are the responsibility of the existing AMS, who will complete and submit documentation necessary to reconcile the inventory listing. The new AMS will retain a copy of the annotated turnover inventory and forward the original inventory book to PM. If the existing AMS is not available, the new AMS shall be responsible for adjusting the account. PM requires the turnover inventory listed above be completed before departure of the existing AMS, when possible.

If an AMS departs an organization without a turnover inventory of their AMS account(s), their immediate manager assumes accountability of the equipment assigned to the AMS account(s). PM will initiate official transfer of the AMS account(s) from the departed AMS to their immediate manager. The immediate manager will then be accountable for all property assigned to the account(s) until the Level 2 Manager appoints a new AMS. The immediate manager must complete an inventory and submit documentation to reconcile any discrepancies to PM upon completion of the inventory.

### **C. Property Record Maintenance**

Property records of Personal Property, Related Personal Property, and Real Property will be maintained using the Asset Management Information System (AMIS) and the Field Material Tracking System (FMTS). The AMS must maintain current custodian, user and location information for each asset in AMIS or FMTS. Other databases are unacceptable to maintain official Government asset status without the approval of Asset Management. The approval of informal information systems to assist the AMS is not required.

The record of approval for systems, other than AMIS and FMTS, to maintain official status of Government Assets is to be on file within the Asset Management Organization.

### **Records**

Records generated by this procedure shall be maintained in accordance with Site Records Retention Schedule Matrix (RSM) - MRP 3.31.

### **References**

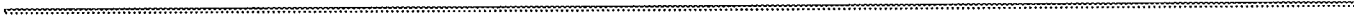
None

**Requirements Control System**

- 1. Savannah River Property Management Instruction (SRPMI) 109 Series

**Attachments**

None



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